

**IN THE UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF NEW MEXICO**

AMANDA MORALES,

Plaintiff,

v.

1:21-cv-01044-LF-JHR

SMI FACILITY SERVICES, WADE  
HUNT, GLORIA SANCHEZ, AND  
VAL GARCIA,

Defendants.

**ORDER REGARDING COMMUNICATION WITH THE COURT**

On November 4, 2021, Judge Laura Fashing's chambers received an email from Plaintiff Amanda Morales with two files attached: a Response to Defendant's Motion to Quash Plaintiff's Service, and an MP3 audio filed. *See* Attachment A.

Generally, *pro se* litigants are held to the same standards of professional responsibility as trained attorneys. It is a *pro se* litigant's responsibility to become familiar with and to comply with the *Federal Rules of Civil Procedure* and the *Local Rules of the United States District Court for the District of New Mexico* (the "Local Rules").

Guide for Pro Se Litigants at 4, United States District Court, District of New Mexico (November 2019) (Available at <https://www.nmd.uscourts.gov> under "Pro Se" tab). The Local Rules, the Guide for Pro Se Litigants and a link to the Federal Rules of Civil Procedure are also available on the Court's website (<http://www.nmd.uscourts.gov> under "Pro Se" tab).

Attorneys and *pro se* parties are prohibited from all *ex parte* communication with the judge or judge's staff. *Ex parte* communication occurs when one of the parties to a lawsuit exchanges information with the assigned judge (1) without the opposing party being present, or (2) without the knowledge and consent of the opposing party.

Any communication between the assigned judge and a *pro se* litigant should be in writing, and a copy of the communication should be sent to the opposing party or, if represented, to that party's attorney. The letter to the judge should indicate that

a copy has been sent to the opposing party. Telephone or personal contact with the judge's staff should be limited to specific scheduling inquiries.

Guide for Pro Se Litigants at 11-12.

Unless otherwise directed, all communication to the court should be addressed to the Clerk of Court, United States District Court, District of New Mexico, using the address for the division [Albuquerque, Las Cruces or Santa Fe] where the subject case has been assigned.

Guide for Pro Se Litigants at 5 (providing the Albuquerque, Las Cruces and Santa Fe addresses).

Plaintiff's email to Judge Fashing constitutes improper *ex parte* communications. The Court, therefore, has docketed the email communication (Attachment A), and forwarded the email to Mr. Gregory Biehler, the attorney for defendants SMI Facility Services and Val Garcia.

**Ms. Morales has not properly filed her Response to Defendant's Motion to Quash Service.**

**She must mail this response to the Clerk of Court to file it.** Ms. Morales may contact the clerk's office at 505-348-2000 if she needs assistance filing her response.

The Court notifies Ms. Morales that any future *ex parte* communications from her may result in sanctions.

**IT IS SO ORDERED.**

  
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Laura Fashing  
United States Magistrate Judge